



MEETING MINUTES

Date: April 9, 2014
To: Prospective Bidders
From: Gerald N. Katzmire
Subject: Cape Henlopen State Park; Sanitary Sewer Rehabilitation
Sewer Lining
Contract No. 2014-CH-100
Meeting Date: April 1, 2014

PRE-BID CONFERENCE:

ATTENDEES: Please see the sign-in sheet attached to the back of these minutes.

LOCATION: Park Office in Cape Henlopen State Park
15099 Cape Henlopen Drive
Lewes, DE 19958.

On April 1, 2014 there was a non-mandatory Pre Bid Conference for Contract No. 2014-CH-100 for the Cape Henlopen State Park Sanitary Sewer Rehabilitation Project. Cynthia Todd from DNREC Division of Parks and Recreation began discussions. Cynthia noted the following:

PB-1 Ms. Todd requested all attendees sign the “Sign in Sheet”

PB-2 Ms. Todd noted the following items in the Contract Documents:

- Sealed bids for the Project must be received by the Office of Design and Development located at 89 Kings Highway, Dover DE, 19901 by 3:00 PM local time on April 28, 2014. All bids must be marked “ATTN: CINDY TODD – Contract 2014-CH-100 – BID” on the outside of the sealed bid package. The bids will then be publicly opened and read. It was recommended that prospective Bidders hand deliver Bids to assure Bids are not lost in the mail.

- Prospective bidders may obtain a CD containing electronic copies of bidding documents upon payment of \$25.00 for each set at the above owner's address. Checks are to be made payable to the Division of Parks and Recreation. Prospective Bidders must purchase the CD to be considered on the Bidders list.
- Ms. Todd will receive all questions related to the Bid and is the Point of Contact for DNREC. All questions related to the Bid must be received by April 21, 2014. Any request for substitution must be received 10 days prior to the Bid. DNREC will issue an Addendum prior to April 24, 2014.

PB-3 Ms. Todd turned the meeting over to Wayne Rust. Mr. Rust is the Construction Manager for DNREC on this Project. Mr. Rust indicated the following to prospective Bidders.

- Bidders should use the Bid Forms included in the Contract Documents.
- Bidders must acknowledge receipt of all Addenda when submitting their Bids.
- Bidders should review and comply with the "Employing Delawareans" requirements.
- Each bid must be accompanied by a bid security in the form of a certified check or bid bond in the amount of ten percent (10%) of the bid total (Base Bid and all Alternates) and made payable to the Department of Natural Resources and Environmental Control.
- The successful Contractor will be required to provide a Performance and Payment Bonds for the full value of the Bid.
- This project is being funded by the Clean Water State Revolving Fund loan funded from the State of Delaware's Department of Natural Resources and Environmental Control. Bidder must comply with the provisions that are included in the contract. Mr. Rust asked that all prospective bidders review the requirements in SECTION 00650 of the Contract Documents.
- This is a prevailing wage project. Both the State of Delaware and Davis Bacon wage rates apply. The higher of the two for each labor classification will need to be paid. The Project is classified "Heavy Construction".
- The Project is a 120 working day Contract to Final Completion with 90 working days to Substantial Completion.

PB-4 Mr. Rust turned the meeting over to Jerry Katzmire from URS. Mr. Katzmire reviewed the following items:

- The work of the Contract generally includes the following:
 1. Cleaning and televising of approximately 8,500 LF of 6", 8" and 10" main line sewers.
 2. Installation of cured-in-place pipe liners for main line sewers.
 3. Bid Alternate to install twelve (12), 4" and 6" lateral liners and clean outs.

- The Bid will be awarded based on the amount of the lowest grand total, summation of Base Bid and the Alternate Bid. The Bidder acknowledges that the Alternate Bid may not be awarded at the sole discretion of the Owner.
- The Work will be conducted in one phase to provide the least possible interference to the activities of the Owner's personnel, activities within the Park and to permit an orderly reinstatement of sewer service to the Owner's facilities. Close coordination with the Owner and Engineer will be required throughout the course of the work.
- Contractor will be expected to conduct his work in a safe manner and in accordance with OSHA requirements including meeting all the requirements for confined space entry and trench safety.
- Contract is a Unit Cost Contract. However, some of the units are Lump Sum quantities such as Mobilization, Bypass Pumping and Restoration. Please review the Bid Form and Section 01025, Measurement and Payment in detail for a description of Bid Items and the work included in each Bid Item.
- There is a Bid Item for Pre Liner and Grouting – There may be significant active infiltration into the sections of pipe to be lined. It is the intent of the Contract Documents that this infiltration be stopped prior to installation of the main line liner by pressure grouting of pipe joints or via installation of a pre liner if grouting is not appropriate.
- Prospective Bidders were advised to review Appendix "C", CIPP Lining Table – Review table and comments included with the table prior to submitting a Bid. Comments include explanations, direction and items to be included in the scope of work for main line and lateral liners.
- Access to the Pipe – Bidders should familiarize themselves with the site prior to submitting a Bid. Bidders should call ahead to Park Office to announce their intent to visit the site. Bidders must also visit the Parks Main Office prior to commencing on-site inspection. Access to manholes in a few locations could be challenging due to location in sand dunes.
- A Project Sign is required. See the Contract Documents for specifics related to the sign (Section 00650, Water Pollution Control Revolving Loan Requirements).
- Please review Section 01040, Project Coordination of the Contract Documents for coordination and notification requirements the Contractor is responsible to provide throughout the course of the work.
- Subcontractor Categories for this Project:

- Cured in Place Pipe Main Line
- Cured in Place Pipe Lateral Lines
- Open Cut Excavation Contractor
- Pipe Cleaning Contractor
- Pipe Televising Contractor
- Pre Grouting Prior to Main Line Liner
- General Restoration
- Asphalt Restoration
- Concrete Restoration

PB-5 Mr. Katzmire turned the meeting over to Davison Mwale. This project is being funded by the Clean Water State Revolving Fund loan funded from the State of Delaware's Department of Natural Resources and Environmental Control. Mr. Mwale is the Project Engineer for DNREC. Mr. Mwale reviewed the following items:

BUY AMERICAN IRON AND STEEL REQUIREMENTS

The "Buy American Iron and Steel" requirement applies to all construction contracts whose plans and specifications were approved on or after January 17, 2014.

1. Included products and construction materials listed on pages 2, 5 and 8: e.g., Manhole covers.
2. Excluded materials are listed at bottom of pages 8 and 9 (e.g., mechanical and electrical components – pumps, motors, VFDs, mixers, blowers, etc.)
3. Compliance: Review the documents and
 - A) Contractor to sign construction contract statement on page 18
 - B) Contractor to get certification from manufactures (see page 19 and 20) that all manufacturing of iron and steel products occurred in the USA
4. Waivers are applicable if.
 - A) It is not in public interest (e.g., for standardized systems) to use USA iron and steel,
 - B) Not enough iron and steel products of good quality produced in USA
 - C) Inclusion of iron and Iron and Steel will increase the project by at least 25%.
5. Waiver Process (Page 11-15)
 - A) Borrower will e-mail a word document with waiver request to State.
 - B) State will review the waiver request and make sure all documentation is included (see checklist - Appendix 1 on page 15)
 - C) EPA will review State submission (see checklist - Appendix 2 on page 16) and advertise for 15 days on EPA website and make a ruling accepting or denying the request.

PROGRAM REQUIREMENTS

1 Part A: Wage Rates

- A) Both the State of Delaware and Federal Davis Bacon wage rates apply. The higher of two for each labor classification will need to be paid.

- B) Contractor to submit certified weekly payrolls to DE DOL and DNREC Parks and Recreation. Submission to DNREC Parks and Recreation should include “Statement of Compliance” signed by contractor affirming compliance with Davis Bacon wage rate requirement.
 - C) DNREC Parks and Recreation will review weekly payroll and verify compliance of Davis Bacon wage requirements with the CSWRF
2. **Part B: Non-Discrimination Clause-Equal opportunity employment clause (EO 11246)**
- A) A “Compliance Statement form” needs to be signed by all bidders and submitted together with the bid.
By signing the form, each bidder agrees that:
 - B) Contractor and subcontractors will not discriminate any employee or applicant for employment because of race, religion, sex, or national origin.
3. **Part C: Certification of non-segregated facilities**
- A) A “Certification of Non-segregated Facilities form” needs to be signed by all bidders and submitted together with the bid.
 - B) *By signing the form*, the contractor agrees not to maintain employee facilities that are segregated.
4. **Part D: Disadvantaged Business Enterprise (DBE) Regulations**
- A) All bidders need to sign and submit the new DBE rule form (found under DBE regulations section of Program Requirements and submit form with bid
All bidders should aware that:
 - B) All DBE’s are now required to be certified and a list of the certified DBE’s may be obtained from the Delaware Department of Transportation (DelDOT) or the EPA Office of Small Business Programs
 - C) All bidders are required to follow the 6 Good Faith Efforts during bidding.
Six (6) Good Faith Efforts
 - (1) All bidders are required to solicit DBEs for sub-contracts
 - A) Bidders may send e-mail, phone calls, faxes, advertise, etc.
 - B) Bidders must submit to DBEs EPA forms 6100-2 and 6100-3
 - C) DBEs fill and return EPA form 6100-3 to bidder.
 - D) Bidders use information from EPA 6100-3 to fill-out EPA 6100-4.
 - E) Bidders must submit documentation of efforts, EPA form 6100-3 & 6100-4 with bid.
 - (2) Bids should be advertised for at least 30-days to encourage and facilitate DBE participation.
 - (3) If economically feasible, divide total job requirements into small tasks to permit maximum DBE participation.
 - (4) Encourage DBE’s to form consortiums
 - (5) Obtain a list of the certified DBE’s from (DelDOT) or SBA.
 - (6) Requires subcontractors to follow steps (1)-(5)
5. **Part E: Civil Rights Act of 1964**
- A) Contractor and sub-contractors shall not on the grounds of race, color, national origin or sex exclude from participation in, deny the benefits of, or subject to any person under any program or activity receiving federal financial assistance.

6. **Part F: Rehabilitation Act 1973 and Age Discrimination Act of 1975**
 - A) EO 11246 pertaining to age and handicap persons, receiving federal financial assistance.
7. **Part G: Provisions of 40CFR Part 31 Subpart C**
 - A) Bidders need to comply with the Clean Air Act and the Clean Water Act.
8. **Part H: Suspension, Debarment and other responsibility matters**
 - A) Please check with www.epls.gov to make sure that contractors and subcontractors are not on the “list of parties excluded from federal procurement programs
9. **PART I: Access to Project Site-** Contractors to ensure EPA, DNREC have access to site at all times
10. **Project Sign-** Contractor to provide project sign. Specifications of sign are in program requirements.

PB-6 Questions / Comments

1. A Contractor requested a copy of the CCTV investigation of the pipe completed by URS during the initial study of the collection system. Existing video was deemed outdated and not useful for this bid process.
2. A Contractor indicated there were no units or quantity under Item 8 “Heavy Cleaning” in the main line portion of the Bid. Subsequent to the meeting, URS reviewed the Bid and the units and quantity are included under item 8A and 8B.
3. Sewage Flows are variable depending on the time of the year and activities in the Park. Peak flows can range as high as 150,000 GPD.
4. One lane of traffic to be left open at all times.
5. Discharge piping on bypass pumping can be lay flat hose, however there shall be no leakage from hose or couplings.
6. DNREC does not anticipate needing to open cut asphalt or concrete roadways to bury bypass pump lines. Ramps are an acceptable alternative or aerial road crossings as suggested by one Contractor. There are very few areas where this would be required.